



DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
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WASHINGTON, D.C. 20350-1000

SECNAVINST 5420.169H
ASN (M&RA)
23 April 1996

SECNAV INSTRUCTION 5420.169H

From: Secretary of the Navy

Subj: DEPARTMENT OF THE NAVY RETIRED ACTIVITIES PROGRAM

1. Purpose. To change the name of the Department of the Navy Retired Affairs Program to the Retired Activities Program and to clarify the scope, responsibilities and procedures for the conduct of this program. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. SECNAVINST 5420.169G.

3. Background. By tradition and law, retired Navy and Marine Corps personnel are individuals with a continuing military status. They, as well as their family members and survivors, are entitled to certain rights, benefits, and privileges and are subject to responsibilities arising from these entitlements. Retirees are also subject to recall to active duty at the discretion of the President. In discharging these responsibilities, retirees, as part of the total force, are capable of making meaningful contributions to the missions of the active forces. Therefore, their continuing participation as Navy-Marine Corps team members should be encouraged and supported. In order for them to make an effective contribution, they should be kept informed on changing programs and policies. The Department of the Navy Retired Activities Program provides an avenue to ensure that the relationship between our retirees and the Navy and Marine Corps is reinforced and mutually beneficial.

4. Concept. The Retired Activities Program consists of four principal elements: (1) the Secretary of the Navy's Retiree Council (RC); (2) Retired Personnel Seminars; (3) Retired



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Activities Offices (RAOs); and (4) Retired Liaison Offices (RLOs) at some Navy/Marine Corps medical treatment facilities. The responsibilities associated with these functions and offices are as follows:

a. The Retiree Council (RC). The RC is established by the Secretary of the Navy to consider issues of significant importance to retired military personnel, to facilitate interaction between the Secretary of the Navy and the Navy-Marine Corps retired community, and to participate in other aspects of the Retired Activities Program. In accomplishing these objectives, the Council will review the effectiveness of current retirement programs and policies. The Council will make recommendations concerning improvements to benefits, privileges, other assistance, quality of life, morale aspects of the retired community, and any other matters relating to retired personnel. Members of the RC will make themselves available to assist host commands located in their geographic area to plan and conduct annual Retired Personnel Seminars as described in paragraph 4b. They are also encouraged to lend assistance to local RAOs and RLOs. The Deputy Assistant Secretary of the Navy (Manpower) (DASN(M)) will serve as the Executive Director of the RC.

(1) Composition. The RC will be composed of 22 members; 11 officers and 11 enlisted personnel. Included in this number will be one member representing retirees and their family members who reside in the Republic of the Philippines and a second representing those living in Europe. The Navy will provide a total of 16 Council members (8 officers and 8 enlisted personnel), while the Marine Corps will identify 6 Council members (3 officers and 3 enlisted personnel).

(a) Members of the Council will be Navy and Marine Corps retirees, and Fleet Reserve or Fleet Marine Corps Reserve personnel who are not on active duty (although members will be issued active duty for special work orders while actually serving on the Council).

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(b) The Council will have two Co-Chairs, one of whom will be a retired flag officer or general officer and the other a retired Master Chief Petty Officer of the Navy or a retired Sergeant Major of the Marine Corps, where feasible. One Co-Chair will represent the Navy, while the other will represent the Marine Corps. Co-chairs serve at the pleasure of the Secretary of the Navy and are generally appointed for terms of 3 consecutive years.

(c) The Council should reflect, to the greatest possible extent, the diverse makeup of the retired community. It will include representatives of the following categories:

- Retired regular Navy or Marine Corps personnel
- Members of the Fleet Reserve
- (Navy or Marine Corps)
- Retired Marine Corps Reserve personnel
- Retired Naval Reserve personnel

Represented somewhere in the four categories above should also be at least one female Navy or Marine Corps retiree and a disabled retiree (may be the same individual).

(d) All members serve at the pleasure of the Secretary of the Navy and are subject to annual reappointment. Members' terms of service will generally not exceed 3 consecutive years, but may be extended upon approval by the RC Co-Chairs or, in the case of term extension for a Co-Chair, by the DASN(M).

(e) At the conclusion of the annual meeting of the RC, the Co-Chairs and the Executive Director will review the membership of the Council to determine the number and type(s) of vacancies anticipated to occur in the Council during the following year. The requirements will be passed to the Bureau of Naval Personnel and Headquarters, Marine Corps with a request for each to solicit nominations from their respective retired communities. As general guidelines, the following criteria will

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be used when considering selection of new members to serve on the Council:

(1) Involvement in a volunteer capacity with the retired community (especially in an RAO or RLO);

(2) Expertise in areas of concern to the retired community (e.g., medical support, compensation, transition, legal, veterans benefits);

(3) Regional balance to insure that all areas of the country are represented;

(4) Age balance to insure that all phases of retirement are represented.

(f) Retirees selected for membership on the Council will be notified of their selection by appointment letter prepared by the Executive Director. The names of the Council members, including the new appointees, will be published in Shift Colors and Semper Fidelis as soon as possible before or during the year in which they begin service. The names of those nominees who are not selected will be forwarded to the Navy and Marine Corps for individual notification of their non-selection.

(2) Administration

(a) DASN(M) will serve as the Executive Director to the Council and will provide necessary coordination, guidance, and administrative support to the RC.

(b) The Council will be convened by the DASN(M) at least once annually, but may meet more frequently if required.

(c) The RC Co-Chairs shall establish the rules of procedure for meetings, and may appoint an Executive Committee and/or other subcommittees as necessary.

(d) Individual members of the Council will be invited to Washington, D.C. area on the occasion of each annual meeting. Upon acceptance of this invitation, each member will be issued temporary active duty orders by the respective service for the period encompassing attendance at the annual meeting, including completion of travel to and from the Washington, D.C. area. Acceptance of these temporary active duty orders by the Council member is voluntary; however, refusing to accept such orders will preclude service as a Council member.

(e) The final report of the RC annual meeting will be submitted to the Secretary of the Navy who will distribute the report to the Chief of Naval Operations (CNO), the Commandant of the Marine Corps (CMC) and the Navy Surgeon General for their review and comments. The RC may submit additional reports when necessary to accomplish its objectives. An example would be separate reports addressing items not requiring policy changes at the Departmental level or legislative action to the Chief of Naval Operations, the Commandant of the Marine Corps or the Surgeon General.

b. Retired Personnel Seminars. To ensure that there is wide dissemination of information and policies of concern to the retired Navy and Marine Corps communities, and further to ensure that the Secretary of the Navy and the RC are considering these matters, the CNO and CMC will ensure that Retired Personnel Seminars for retired Navy and Marine Corps personnel are conducted. These seminars will be held throughout the United States and in overseas locations in areas where there are at least 1,000 retirees within a 100-mile radius of a Department of the Navy installation. A sufficient number of seminars should be scheduled in a variety of locations so retirees, except those residing in remote areas, will not be forced to travel excessive distances to attend. Seminars should be open to all categories of retirees, their family members and surviving spouses. Seminars will also be open to retirees of other Uniformed Services and active duty personnel anticipating retirement.

(1) The Retired Personnel Seminar provides an excellent forum for two-way communication between the retired community and the active duty Navy and Marine Corps. Items of concern and interest that surface at the seminar may be submitted to the Bureau of Naval Personnel (Pers-622) or the Headquarters Marine Corps Separation and Retirement Branch (MMSR-6) for discussion or consideration by the RC at their annual meeting.

(2) The date for each seminar will ultimately be decided by the host command. The CNO/CMC will coordinate scheduling so seminars in proximity of each other are held on different dates whenever possible. This will provide all retirees with greater opportunities to attend one of these seminars.

(3) RC members will participate to the maximum extent possible in seminars held within their geographic area and at other locations when feasible. This will include assisting in the planning phase as well as participating in the seminar activities. Seminar costs will be borne by the host command. Costs may include travel and per diem for Navy and Marine Corps personnel and RC members who are invited to participate as speakers.

c. RAOs. RAOs serve as a link between local retirees and the military communities as well as government agencies which provide assistance to retirees. The RAOs are staffed with retiree volunteers who will assist retirees, their family members, and survivors directly or guide them to organizations to ensure they receive services and benefits to which they are entitled. Retired personnel must agree in writing to serve without compensation from the United States before beginning to serve in a RAO. Pers-622 and MMSR-6 shall maintain and periodically issue a listing of RAOs in the retiree newsletters Shift Colors and Semper Fidelis.

d. RLOs. RLOs may be established at major Navy/Marine Corps medical treatment facilities (MTFs) at the invitation of the MTF commanding officer. The purpose of the RLO is to provide general information and referral information to retirees and their family

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members and to act as a liaison between MTF personnel, the MTF commanding officer and the retiree and his or her family members. Pers-622 and MMSR-6 shall maintain and periodically issue a listing of RLOs in the retiree newsletters Shift Colors and Semper Fidelis.

e. Independent Retired Activities Coordination. Independent retired activities coordination may be organized by interested retirees in areas of the U.S. or foreign countries which are geographically isolated from Navy and Marine Corps commands, but which have sizeable retired populations. RAOs and these independent retired activities coordination points may share the same mission and operate in a similar manner. However, due to conditions of isolation and special circumstance, the duties, responsibilities and activities of these groups may vary. Selection of activities to be pursued and any fund-raising to support those activities shall be the full responsibility of the membership. The Department of the Navy will neither endorse nor monitor the activities of these groups, or provide direct operational support, funding or oversight, but will provide the same general types of support offered other individual retirees and patriotic organizations. Individuals who perform or who benefit from independent retired activities functions may use the RC as a conduit for presentation of their policy-related concerns for consideration by the Secretary.

5. Action

a. The CNO and CMC will ensure that their Services' Headquarters:

(1) Submit nominations for membership on the RC as requested by DASN(M). Three nominations should be submitted for each vacancy.

(2) Notify those nominees who were not selected for RC membership.

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(3) Receive the annual RC written report and forward it together with appropriate comments and recommendations to the Secretary of the Navy via the DASN(M).

(4) Submit a semi-annual implementation status report of all pending RC report items to include all actions completed during the previous 6 months as well as the current status of those actions still pending.

(5) Establish RAOs at Navy and Marine Corps installations with sizeable retired communities located nearby.

(6) Assist individuals performing independent retired activities coordination functions by providing information, handbooks, guides, forms, and publications upon request.

(7) Ensure that Retired Personnel Seminars are conducted annually within appropriate demographic areas and that timely notification and publicity are accomplished by listing locations and dates in appropriate editions of Shift Colors and Semper Fidelis.

(8) Review and forward to DASN(M), no later than 1 January annually, any items of interest submitted for consideration by the RC.

(9) Issue specific information and guidance to RAOs at local installations, to include formalized training if necessary.

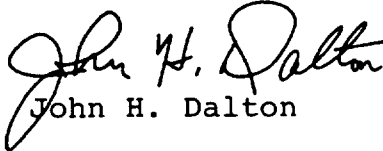
(10) Publish and ensure distribution to all retirees and annuitants of the official retiree newsletters, Shift Colors (for the Navy) and Semper Fidelis (for the Marine Corps).

b. The CNO and CMC will ensure that local installation commanders provide administrative, budget/financial and logistics support for the RAO.

c. The success of the Retired Activities Program will depend not only on those directly involved, but also upon those in

responsible positions whose sphere of influence includes the retired community. Those in such positions of responsibility and leadership are expected to lend their personal attention and support to the program.

6. Reports. The reporting requirements contained in this instruction are exempt from reports control by SECNAVINST 5214.2B.


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